
Process for Coordination Between
Local Authorities (LAs)
and
Relocation Specialists

Begins September 1, 2014



Overview

Relocation Specialists (RS) and LA Service Coordinators:

- develop and implement outreach activities for NF residents who want to relocate into the community
- each provide a knowledge base and expertise that is unique to the populations they serve
- can collaborate to bring increased success in accessing services and supports for the population the LAs serves (NF residents with ID/DD)



Target Population

Local Authority:

- Positive PE
- Wants to move to community

Relocation Specialist

- DADS report - MDS (Section Q)
- Other referrals (family, NF, LA, social worker)



Collaboration and Transition

- The RS receives a monthly report from DADS identifying all NF residents who want to move into the community
- An RS conducts an assessment/evaluation with each resident
- If resident has ID/DD, RS sends a copy of the assessment/evaluation to the LA and awaits further contact by the LA
- The assigned LA service coordinator reviews the RS's assessment/evaluation and contacts the RS to involve them in transition planning as a member of the SPT



Collaboration and Transition

If the LA receives an RS assessment/evaluation for an individual who does not have ID/DD, the LA notifies the RS that the individual is not in the LA's population and the RS should follow their established procedures for relocation assistance.

If the LA has not received an RS assessment/evaluation for an individual with ID/DD, the LA must call the RS and inquire about it.



Collaboration and Transition

- RS becomes a part of the Service Planning Team (SPT) for transition planning - helps with accessing transitional assistance (if available) as well as housing, transportation, medical, dental, and prescriptions.
- SC facilitates transition planning: the SPT uses the RS's assessment/evaluation and other information to develop the Individual Service Plan (ISP) and Transition Plan.



Community Provider Selected

When a community program provider is selected:

- the provider becomes a member of the SPT
- the RS continues participating in the SPT if the individual is eligible for TAS/TLC

If the individual chooses HCS/TxHmL and is not eligible for TAS/TLC, it is not necessary for the RS to continue to participate in the SPT.



Pre-Move

- LA – conduct pre-move site review and complete form
- RS – participate in pre-move site review if transition funds (TAS/TLC) are used



Post-Move Monitoring

- LA – monitoring for 180 days after transition, including conducting 3 post-move monitoring visits within 90 days
- RS – no post-move monitoring responsibilities for an individual with ID/DD



Questions

To ask a question:

You may type your question in the text box

or

Click the hand icon to “raise your hand”

